

DEPARTMENT OF CHILDREN AND FAMILIES
Job Opportunity

Fiscal Administrative Assistant

Albert J. Solnit Center - North Campus,
36 Gardner Street, East Windsor, CT 06088

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees on the Exam list
Location: East Windsor
Hours: 40 (Monday - Friday: 8:00 AM to 5:00 PM w/one (1) hour lunch or 8:30 AM - 5:00 PM w/ 30 minute lunch)
Salary: AR 19, \$54,171.00 - \$68,931.00 (Annually)
Closing Date: September 24, 2014

The Department of Children and Families is currently recruiting for a Fiscal Administrative Assistant within the FISCAL Division. The position will be located at Albert J. Solnit Center - North Campus, East Windsor, CT. This is a full time position 40 hours (Monday - Friday: 8:00 a.m. - 5:00 p.m. with one hour lunch or 8:30 a.m. - 5:00 p.m. with 30 minute lunch).

Examples of Duties: Performs paraprofessional level work in fiscal and administrative activities; independently performs bookkeeping and basic accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts; independently accountable for an accounts receivable or accounts payable process including varied and complex procedures and activities; prepares simple financial statements and assists in preparation of complex financial statements; calculates rates involving complex arithmetical formulas; gathers and consolidates payroll and expenditure data for budget preparation; ensures that expenditures plus encumbrances are within appropriation limits; reviews routine expenditures for compliance with itemized budgets; utilizes EDP systems for financial records and reports; independently performs purchasing functions including preparing and processing purchase orders and requisitions, authorizing routine purchase orders, and preparing requests for proposals; independently prepares renewal or new contracts based on awards; ensures that routine payments are in compliance with contract provisions; may perform routine agency human resource functions; performs related duties as required.

General Knowledge: Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of human resources and payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

General Experience: Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

Preferred Qualifications: Accounting background, management and reconciliation of state cash accounts, QuickBooks experience and purchasing and accounts payable experience.

Substitution Allowed: (1) College training may be substituted for the General experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years. (2) One (1) year as a Pre-Professional Trainee in fiscal/administrative work may be substituted for the General Experience.

Eligibility Requirement: (Use whatever part of this paragraph is applicable to your job posting.)

Candidates must have applied for and passed the Fiscal Administrative Assistant exam and be on a current certification list promulgated by the Department of Administrative Services for this classification at the time appointment to this position. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, three (3) SUPERVISORY references (current state employees please provide last two Service Ratings in lieu of references) and an Application for Employment (CT-HR12) to the address below. Please reference Job Posting #TH46492CO. Application material can also be faxed to 860-550-6433.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.